

THE TULALIP TRIBES

Job Description

JOB TITLE: Beda ? Chelh Manager

JOB NUMBER: TTT-017-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Tribal and Indian Preference in hiring shall apply to Tulalip Tribal job opportunities. Must be able to commit to strive for a successful employment history with Tulalip Tribes or other outside businesses

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent required.
- ☐ Graduation from a four year university or college with a degree in Public or Administration, Social Service field or related field. Experience over and above minimum requirements may be substituted for degree requirements.

SKILLS:

- ☐ Demonstrate effective leadership and management skills.
- ☐ Demonstrate excellent oral and written communication skills.
- ☐ Demonstrate computer literacy
- ☐ Demonstrate ability to interpret and follow policy

EXPERIENCE:

- ☐ Minimum of three (3) years supervisory experience, including project management, training, hiring, setting expectations or performance of staff and completion of performance evaluation.
- ☐ Minimum of two (2) years administrative experience, including records management, budget management and planning.
- ☐ Knowledge of Indian Child Welfare Act (ICW, Tribal and non-tribal court proceedings, and State and Federal laws and Regulations pertaining to child custody and treatment.
- ☐ Knowledge of Child Protective Services (CPS), Child Welfare Services (CWS), and other applicable agencies.
- ☐ Knowledge of chemical dependency, domestic violence, Fetal Alcohol Effect (FAE) and Developmentally Delay (DD) identifications, mental health and chemical dependency treatment, and management.
- ☐ Negotiating and administering multiple program budgets, contract, and program evaluations and reporting budgetary and programmatic requirements to governing bodies, funding agencies, and regulatory agencies.
- ☐ Knowledge of Tribal, State, and Federal legal requirements associated with all aspects of patient treatment, Confidentiality, grant and contract administration, personnel, and tribal dependency.

OTHER REQUIREMENTS:

- ☐ Must have a valid drivers license, dependable vehicle and verified insurance.
- ☐ Must have a successful work history with the Tulalip tribes and other employers.
- ☐ Maintain strict confidentiality at all times.
- ☐ Must be flexible to respond to tribal needs at all times (nights, weekends, and/or holidays).

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITS:

- ☐ Manual and finger dexterity for the operation of a personal computer, office machines, and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.
- ☐ Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers/employees.

Tribal Department: Beda?Chelh

Employee Classification: Exempt

Job Summary: Provide administrative, managerial, budgetary, and programmatic leadership to beda?chelh Department. Works collaboratively with the Board of Directors and Executive leadership to develop the organizational mission, objectives, and operating priorities. Interacts with community to ensure delivery of culturally relevant, and accessible services. Coordinates interagency agreements and referral relationships with Snohomish County, domestic violence and sexual abuse agencies, tribal and non-tribal police departments and courts, and tribal and non-tribal health and social services agencies. Oversee and administer multiple grants and contracts, ensure adhere and compliance requirements.

Employee Reports To: Senior Manager of Behavioral Health

Extent of Job Authority: To perform duties in accordance with Tribal and Federal regulations, policies and procedures.

Specific Duties Performed:

1. Prepare annual operating and project budgets, grant and contract proposals, service contracts, grant applications, periodic program extensions, requests, and programmatic and clinical program evaluation reports.
2. Administer programs in accordance with Tulalip procurement policies and procedures Research, prepare and coordinate periodic and ad-hoc financial and programmatic reports for internal and external audiences, and coordinate billing and collection of service delivery revenue.
3. Administer, coordinate, and develop, beda?chelh operating policies and procedures, and interval financial controls.
4. Ensure adherence to Tribal Employment Rights Ordinance (TERO), Tribal Youth Ordinance Occupational Safety and Health Administration (OSHA), Indian Child Welfare Act (ICW), and fire safety laws and regulations are adhered to.
5. Organize administrative, clinical, and budgetary files to ensure compliance with Tulalip Finance Department, funding agency protocols, and applicable regulatory and statutory requirements.
6. Provide administrative leadership through policy and procedure development and execution to ensure client-counselor, employee, and records management security and confidentiality.
7. Establish and maintain effective working and relationships with the state regarding Child Protective Services (CPS), Child Welfare Services (CWS), and other applicable agencies.
8. Operate and execute all functions of beda?chelh policy and operating procedures of The Tulalip Tribes Human Resource 84.
9. Recruit, train, interview, and motivate all staff.
10. Supervise and set expectations for performance of staff; prepare written annual performance evaluations; initiate corrective and disciplinary action when necessary.
11. Other related duties as deemed necessary.

Terms of Employment: The duties listed above are not an exhaustive list, it is expected that additional duties will be assigned according to the operating and business needs of Tulalip Tribe and the beda?chelh program. In addition, the position may also require irregular hours, and be on-call for emergencies related to beda?chelh program management. The Tulalip Tribes has smoke-free buildings, and a criminal background investigational and a urinalysis will be given prior to an offer of employment for this position. The Tulalip Tribes also reserves the right to periodically monitor urinalysis during employment.

Pav Range: \$26.43 to \$37.16 **Per Hour**

Opening Date: January 23, 2007

Closing Date: February 6, 2007 @ 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.